

**2005 NATIONAL MENTORING MONTH
INFORMATION FORM**

Completing this form will allow Mentor Michigan to publicize your event at www.mentormichigan.org. In addition, we will be encouraging Commissioners—the board of directors—of the Michigan Community Service Commission (MCSC) to participate in and promote your event. While Commissioners are unable to accept all invitations, they hope to attend a variety of events throughout the state.

If you are interested in having an MCSC Commissioner attend your event, this form must be submitted to Mary Grill no later than 4:00 p.m. on Thursday, December 9, 2004 via emailed at grillm@michigan.gov or via fax at (517) 241-3869. If you are not interested in having an MCSC Commissioner attend your event, you do not need to fill out the orange section below and you can submit this form at any time through the end of January 2005. If you have questions or need additional information, please contact Mary Grill at the Michigan Community Service Commission at grillm@michigan.gov or (517) 335-7875.

SPECIAL NOTE: If you have filled out the form inviting First Gentleman Mulhern to attend your event, you DO NOT need to complete this form.

Contact Person

Contact Person	
Contact Person Phone	Work: Cell:
Contact Person Email	
Contact Person Organization	

Event Information

Name of Event	
Sponsoring Organization	
Partnering Organizations	
Date of Event	
Event Start Time	
Event End Time	
Location of Event	
Address of Location (include street address, city, and zip)	

Event Description (please attach an agenda if appropriate)	
Expected audience	
Expected attendance	

Commissioner Information

MCSC Commissioner Role – please describe in detail the role you would like an MCSC Commissioner to play. If it includes making a speech, please include the length of the speech.	
MCSC Commissioner introduction. If the Commissioner will be making remarks, please identify who will be introducing him/her. will be made by (please attach bio if possible)	
Will any special presentations be made during the event to the Commissioner or by the Commissioner? Please describe.	
Who will the Commissioner be seated with? Please list name, title, and organization	

Attire	
Additional Information	